



**Public Works / Parks Safety Committee
December 30, 2015
Minutes**

Meeting called to order at 8:05 AM.

Present: Todd Drew, Vince Maas, Brian Haessly, Jeff Nieland, Alex Hartzheim, Corey Gordon

Absent: Mark Radtke, Adam Alix, Pamela Captain, Kevin Schmahl, Brian Tungate, Eric Whitman,

Guest: Candi Huber

- A. Approval of November 24, 2015 meeting minutes – motion B, Haessly second A. Hartzheim – Motion approved

B. Old Business

1. **Public Works Safety Audit** – Drew covered the findings of the follow-up safety walk thru which was done on November 24, 2015.
2. **CVMIC re-inspection** – Re-inspection to be conducted on January 7, 2016 by Ben Rank – CVMIC Drew to accompany.
2. **Safety Violation Forms** – Drew discussed the intent of the forms should include the reporting of near miss incidents which are due to gaps in procedure or due to a lack of the appropriate safety equipment. The intent is not to have employees reporting each other unless one would deem it necessary due to a careless or negligent act, especially those that put other employees at risk.

C. New Business

1. **Monthly Safety Topic** – Next Monthly Safety Topic to be delivered in January.
2. **Injury Review.** 1 injuries reported

Dept.	Injury narrative	Lost time	Medical attention	Safety Comments / recommendations
DPW	Employee was bitten by a dog while delivering packets to a private residence. Dog bite broke the skin.	<input type="checkbox"/>	<input type="checkbox"/>	A. Alix contact T. Drew regarding requirements related to a dog bite. Drew informed that the employee needed to proceed to MPD to report the issue whereby they would issue a quarantine order on the dog to the owner. This procedure is clearly defined for all dog bites in City ordinance and Wisconsin State Statutes 95.21. Drew will monitor and receive the completed quarantine order - all documentation will be submitted to HR as documentation of the issue. Drew will also contact employee with regard to any issues or concerns he may have.

3. **New items for discussion** – C. Gordon raised concerns regarding traffic control and MPD involvement in enforcing road closed zones. Drew stated that he would approach either Brett Halderson and/or Tim Styka regarding the issue. This issue was discussed at length prior to last street work season. C. Gordon stated that there was little to no improvement. C. Gordon is requesting more of a presence around job zones and issuance of citation for violations.

D. Training

1. **Annual Refresher Trainings** – Drew to provide schedule as soon as user ID and passwords are obtained from CVMIC.
2. **Respiratory Protection Refresher** – Date changed to Tuesday January 5, 2016 delay due to weather and plowing needs.
2. **Confined Space Training** – Confined space training to be conducted by CVMIC on April 19, 2016 including classroom and hands on at pool.

Drew further discussed the recommendation that all confined spaces be treated as permitted entry. There was discussion at length about whether it is required to treat all spaces as confined spaces (i.e. air monitoring) including documentation. Drew will provide the language in the Confined Space Policy, OSHA Standard and CVMIC interpretation for the January meeting.

3. **Additional Training Issues** – No issues

E. Motion to adjourn at 9:10AM